



JANUARY 2010



# SAUSHEC BUDGET NOTES

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SAN ANTONIO UNIFORMED SERVICES HEALTH EDUCATION CONSORTIUM

## Special points of interest:

- \* CITIBANK APPLICATIONS
- \* TDY WITHIN A TDY LODGING
- \* RENTAL CARS
- \* POV TRAVEL RULES

## CONTACT INFO

## BUDGET OVERALL

210-916-3038

- DTS approval
- In-service exams
- Status of ed supplies

## DTS TDY INFO/ REIMBURSEMENT

210-916-4642

- DTS processing
- Reimbursement status
- Registration w/ credit card

## BUDGET ITEM APPROVAL

210-916-5958

- MATCHING REQUEST WITH APPROVED BUDGET
- UFRs

## CITIBANK APPLICATIONS PROCESSING IMPROVING

Ensure that your travelers, once they have the Citibank Training certificate and the SOU, they will receive a link at their military email, enter the email of company commander (give them a copy of the list of email. If you need directions for CITIBANK application processing, we can email to you.

## LODGING WITHIN A TDY

Those travelers who have a TDY within a TDY (for example, rotating at Ft. Hood, then going on to another rotation in Denver, or to a course/conference), the traveler **must** check out of the lodging at the 1<sup>st</sup> location even if returning. For reimbursement purposes, the traveler

can only claim one location. So, if a traveler chooses to keep the first lodging for **convenience purposes**, They won't be reimbursed and must pay out of their pocket.

## FT. HOOD LODGING RESERVATION DIRECTIONS

To obtain the lodging rate @\$53.00 a day, send a list of your traveling interns/residents/fellows rotating at Ft. Hood to Virginia Perez at least 30 days prior to traveling to Ft. Hood. Also, **suites** at Ft. Hood are not authorized and unless the traveler gets a non-availability of regular rooms, then reimbursement rates will be @\$53.00. Inform the traveler, that for meals, the agreed upon rate is

1 meal available rate  
**(\$31.00@day).**

## RENTAL CARS

All rental cars must be approved and justified (more advantageous to the government) by the program director/associate program director or approved designee. This must included with the signed TDY authorization sheet.

## Vouchers

Even if you receive partial payments (over 45 days), you must complete and sign your voucher with your CAC card upon return from TDY (within 3 days max).

## CTW

## Note:

Not required for **Ft. Hood!**

## Permitting POV TRAVEL vs. Standard Commercial Airfare for TDYs

TDY travel is normally a one-day affair, and usually done via approved GSA government carrier fares; however, there are cases where permitting POV travel can be authorized.

This must be documented on the **CTW** and scanned into DTS along with the authorization sheet, also signed by the program director/associate program director. The rate shall not

exceed the round trip airfare which is the first line of the **CTW**. Next, in DTS document under **"Non-Mileage Expenses"** as below:

LTDPOVMILREIM

\$(ROUND TRIP COMMERCIAL AIR)



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